



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

LEGAL ASSISTANT I
LEGAL ASSISTANT II

Class No. 003935
Class No. 003936

■ CLASSIFICATION PURPOSE

To assist attorneys in preparing cases for trial and handling administrative and business matters; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Legal Assistants I/II are trained paralegal, paraprofessional classes primarily responsible for assisting attorneys in preparing criminal cases for trial. The Legal Assistant series differs from Graduate Law Clerk class in that incumbents in the latter are hired only on a temporary basis and are qualified as a recognized law school graduate performing professional legal work.

Legal Assistant I:

This is the entry-level class in the Legal Assistant series. Under general supervision, incumbents are responsible for conducting progressively more responsible legal research and preparing documents.

Legal Assistant II:

This is the journey-level class in the Legal Assistant series. Under direction, incumbents are responsible for independently performing the full range of paralegal duties.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

The following applies to both classes:

Essential Functions:

1. Assists in preparing and conducting legal determinations on the sources of law and systems by which the law is administered and enforced.
2. Conducts legal research and consults research for briefs in support of pre-trial and trial motions and pleadings.
3. Analyzes legal opinions, facts, legal inquiries, and rulings.
4. Prepares legal documents and reports during legal proceedings.
5. Organizes exhibits and other documents for administrative hearings, appeals, or presentations before the Board of Supervisors.
6. Reconciles and summarizes investigations, pleadings, and motions.
7. Interviews witnesses.
8. Arranges witness appearances for trial testimony.
9. Assists attorneys by taking comprehensive notes, developing legal positions, and preparing interrogatories.
10. Files documents in the proper court system.
11. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to both classes:

- Methods and techniques of legal research as required to review and evaluate the sources of law and the systems by which the law is administered.
- Legal principles, processes and practices.
- Legal terminology, forms of actions, and procedures.
- Federal and state codes, laws, statutes, court systems, and procedures.
- Interviewing techniques.
- County customer service objectives and strategies.

Skills and Abilities to:

The following apply to both classes:

- Perform legal research and analyze a variety of legal documents, files, records, etc.
- Read comprehensively and prepare concise written summaries.
- Conduct interviews of witnesses.
- Prepare affidavits, drafts of resolutions, declarations, complaints, motions, petitions, accounting ledgers and other legal documents.
- Read, understand, and interpret, applicable state and federal codes, laws and statutes.
- Effectively communicate in oral and written form to present arguments and factual statements on legal issues.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Legal Assistant I:

1. Completion of an American Bar Association approved paralegal program; OR,
2. Completion of a Certified Legal Assistant (CLA) program; OR,
3. Completion of an Associate's degree or higher in paralegal studies from an accredited college or university; OR,
4. At least eighteen (18) months of full-time paralegal experience in a law or government office assisting attorneys in preparing cases for trial.

Legal Assistant II:

1. Completion of an American Bar Association approved paralegal program, AND, at least two (2) years of full-time journey level paralegal experience in a law or government office assisting attorneys in preparing cases for trial; OR,
2. Completion of a Certified Legal Assistant (CLA) program, AND, at least two (2) years of full-time journey level paralegal experience in a law or government office assisting attorneys in preparing cases for trial; OR,
3. Completion of an Associate's degree or higher in paralegal studies from an accredited college or university, AND, at least two (2) years of full-time journey level paralegal experience in a law or government office assisting attorneys in preparing cases for trial; OR,
4. At least two (2) years as a Legal Assistant I in the County of San Diego.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

Notes:

Legal secretarial or clerical experience is not qualifying.

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

Revised: September 5, 2002

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Union Code: PS
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Variable Entry: Y
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